

VOLUNTEER SERVICE, IOWA COMMISSION ON[817]

Adopted and Filed

Rule making related to future ready Iowa volunteer mentor program

The Iowa Commission on Volunteer Service hereby adopts new Chapter 13, “Future Ready Iowa Volunteer Mentor Program,” Iowa Administrative Code.

Legal Authority for Rule Making

This rule making is adopted under the authority provided in 2018 Iowa Acts, chapter 1067, section 6.

State or Federal Law Implemented

This rule making implements, in whole or in part, 2018 Iowa Acts, chapter 1067.

Purpose and Summary

This rule making implements the Future Ready Iowa Volunteer Mentor Program. The Future Ready Iowa Volunteer Mentor Program is designed to support implementation of the Future Ready Iowa Skilled Workforce Last-Dollar Scholarship Program and the Future Ready Iowa Skilled Workforce Grant Program created in 2018 Iowa Acts, chapter 1067, by matching volunteer mentors with scholarship and grant recipients. The Volunteer Mentor Program is a voluntary program for scholarship and grant recipients that is designed to provide mentors to help recipients increase success in school and make meaningful career connections.

Public Comment and Changes to Rule Making

Notice of Intended Action for this rule making was published in the Iowa Administrative Bulletin on June 19, 2019, as **ARC 4508C**. A public hearing was held on July 9, 2019, at 11 a.m. in the Central First Floor Conference Room, Economic Development Authority, 200 East Grand Avenue, Des Moines, Iowa. No one attended the public hearing. No public comments were received. No changes from the Notice have been made.

Adoption of Rule Making

This rule making was adopted by the Commission on September 24, 2019.

Fiscal Impact

This rule making has no fiscal impact to the State of Iowa beyond appropriated funds.

Jobs Impact

After analysis and review of this rule making, no impact on jobs has been found.

Waivers

Any person who believes that the application of the discretionary provisions of this rule making would result in hardship or injustice to that person may petition the Commission for a waiver of the discretionary provisions, if any.

Review by Administrative Rules Review Committee

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rule making by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rule making at its [regular monthly meeting](#) or at a special meeting. The Committee’s

meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

Effective Date

This rule making will become effective on November 27, 2019.

The following rule-making action is adopted:

Adopt the following new 817—Chapter 13:

CHAPTER 13 FUTURE READY IOWA VOLUNTEER MENTOR PROGRAM

817—13.1(15H) Purpose and program description. The purpose of the future ready Iowa volunteer mentor program is to match volunteer mentors with student mentees and to support implementation of the future ready Iowa skilled workforce last-dollar scholarship program and the future ready Iowa skilled workforce grant program created in 2018 Iowa Acts, chapter 1067, sections 12 and 13. The future ready Iowa volunteer mentor program is an optional program for recipients of these scholarships and grants and is designed to provide mentors to help recipients increase success in school and make meaningful career connections. The Iowa commission on volunteer service will manage this statewide program by partnering with employers, local high schools, nonprofits, local eligible institutions of higher education and others to develop mentoring cohorts.

817—13.2(15H) Definitions.

“Commission” means the Iowa commission on volunteer service.

“Eligible institution” means an institution meeting the requirements outlined in 2018 Iowa Acts, chapter 1067, section 12.

“Grant program” means the future ready Iowa skilled workforce grant program outlined in 2018 Iowa Acts, chapter 1067, section 13.

“Last-dollar scholarship” means the future ready Iowa skilled workforce last-dollar scholarship program outlined in 2018 Iowa Acts, chapter 1067, section 12.

“Program” means the future ready Iowa volunteer mentor program as defined in 2018 Iowa Acts, chapter 1067, section 6.

“Student mentee” means a student who has elected to participate in the program, has agreed to program expectations, and has been matched with a volunteer mentor through the program. Student mentees must meet the criteria in 2018 Iowa Acts, chapter 1067, sections 12 and 13.

“Volunteer mentor” means an adult who has applied to be a mentor, has met the screening guidelines, has attended mentor training, has committed to meeting with the mentee according to program guidelines, and has been matched with a mentee in the program.

817—13.3(15H) Program standards, guidelines, and expectations. The commission will maintain on its website standards, guidelines, and expectations for a productive and appropriate relationship between volunteer mentors and student mentees. Standards, guidelines, and expectations are aimed at helping students meet the last-dollar scholarship or grant program requirements, identify work-based learning opportunities, and make career-related connections that are advantageous to participants in the program through a healthy mentor-mentee relationship. Failure to adhere to the program standards may result in ineligibility to participate in the program. To the extent possible, volunteer mentors and student mentees will be matched based on gender, career aspirations, geography and mentor-to-mentee ratio.

817—13.4(15H) Mentor/mentee agreement. All volunteer mentors and student mentees must complete and sign a written agreement issued by the commission as part of the program enrollment process. Agreements will include expectations on regular communication, appropriate conduct, utilization of the online platform and participation in any training or resources offered to improve the

efficacy of the mentor-mentee relationship. Failure by either party to adhere to the agreement may result in dismissal from the program.

817—13.5(15H) Mentor request and application process.

13.5(1) *Mentor request process.* Students may request a volunteer mentor through the commission's website or partner agencies, including through referrals from high schools and eligible institutions. Eligible institutions must collaborate in the facilitation of this subrule by providing information on the mentor request process to all students who meet the criteria of 2018 Iowa Acts, chapter 1067, sections 12 and 13.

13.5(2) *Mentor application process.* Prospective mentors should apply to be a volunteer mentor through the commission's website or through high schools, eligible institutions, or partner agencies or employers. These partner agencies may also enlist employers and other partners to help make direct mentoring connections with local mentoring cohorts. Prospective mentors must complete an application, consent to an Iowa division of criminal investigation criminal background check, attend orientation training and agree to the minimum commitment and guidelines outlined in the mentor/mentee agreement.

817—13.6(15H) Subrecipient award process. If the commission deems it necessary, the commission may seek subrecipients to carry out components of the program through the commission's regular grant program application processes. The commission may also work with partner state agencies to assist in the administration of this chapter.

These rules are intended to implement 2018 Iowa Acts, chapter 1067, section 6.

[Filed 10/1/19, effective 11/27/19]

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EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 10/23/19.